



MINUTES

BRANTHAM ANNUAL PARISH COUNCIL MEETING
Tuesday 07 May 2019, 7.30pm held at Brantham Village Hall

PRESENT: Cllrs V Abrahams, M Aherne, A Bissett, C Elliott, J Heywood, E Osben, A McCraw, C Phillips, G Rasch, P Revell, P Saward,

CHAIRPERSON: Cllr A McCraw

IN ATTENDANCE: S Keys (Clerk), Martin Scambler (SFG) and 7 members of the public.

PC 05.19.01 OPENING

The Chair declared the meeting open at 7.30 pm and thanked all for attending. A statement was read out by the Chair indicating that, in accordance with legislation, the public and councillors were permitted to film, record, photograph or use social media in order to report on the proceedings of the meeting. A full transcript is available from the Clerk.

The Chair reminded the public that a Council meeting is not a public meeting, it is a meeting conducted in public. Members of the public, the press, and District, Borough or County Councillors are invited to attend our meetings and contribute during the public forum. Comments from the public during the remainder of the meeting should be by invitation from the Chair only.

The Chair welcomed Cllr Richardson to the meeting and the Clerk accepted his signed Declaration of Acceptance of Office as a Member of Brantham Parish Council.

PC 05.19.02 ELECTION OF CHAIRPERSON 2019-20

Cllr Aherne was proposed as Chairman by Cllr Phillips, this was seconded by Cllr Rasch. Cllr McCraw was proposed as Chairman by Cllr Saward, this was seconded by Cllr Heywood. 4 Councillors voted in favour of Cllr Aherne and 7 Councillors voted in favour of Cllr McCraw. Cllr McCraw was therefore duly elected. Having been elected to the office of Chairperson, Cllr McCraw duly signed the Declaration of Acceptance of Office of Chairperson.

PC 05.19.03 ELECTION OF VICE CHAIRPERSON 2019-20

Cllr Aherne was proposed as Vice Chairperson by Cllr McCraw, this was seconded by Cllr Revell. There being no other nominations, Councillors approved this nomination unanimously. Having been elected to the office of Vice Chairperson, Cllr Aherne duly signed the Declaration of Acceptance of Office of Vice Chairperson.

PC 05.19.04 APOLOGIES

None

PC 05.19.05 DECLARATION OF INTEREST AND LOCAL NON-PECUNIARY INTERESTS

- a) There were no local non-pecuniary interests declared for the Agenda under discussion.
There were no gifts of hospitality exceeding £25 declared.
- b) There were no requests for dispensations for the Agenda under discussion



PC 05.19.06 PARISH COUNCIL MEETING MINUTES

Cllr Aherne proposed that the minutes of the Parish Council Meeting held on 03 April 2019 were agreed as a true and accurate record, this was seconded by Cllr Phillips and aif. The Chair duly signed the minutes as such.

PC 05.19.07 ACTION POINTS FROM THE PREVIOUS PARISH COUNCIL MEETING

MINUTE NO.	ACTION	Dismissed/ Ongoing
PC 11.18.12	Investigate the costs of moving a War Memorial <i>Cllr Phillips confirmed that she had received a response from the War Memorials Trust referring her to a further specialist organisation. This would be followed up in the coming month.</i>	Ongoing
Public Session	Write to the Environment Agency highlighting the issue of children playing in the water near the flooded meadow on the way to Manningtree <i>Completed, no response to date</i>	Dismissed
PC 04.19.08	Write to BLC outlining proposals for repair of the fence as per the letter <i>Completed</i>	Dismissed
PC 04.19.08 (3)	Write to Greater Anglia asking them to confirm whether their plans for the Brownfield Site are still a possibility <i>Completed, no response to date</i>	Dismissed

PC 05.19.08 INDUSTRIAL SITE UPDATE

Martin Scambler from SFG gave the following update:

- Works on site are progressing well and are currently ahead of schedule. Factory Lane will be diverted from Thursday 09 May 2019. The diversion route will be available for use by the forthcoming Brantham Fun Run in July and trail run event in May.
- New drainage is now in place.
- Roadworks for the footpath work are now in place. It is anticipated that these will be completed by October/November.
- There have been issues with people removing the temporary fencing on the greenfield development. A gate will be put in to the fencing to allow access which SFG hopes will resolve this issue.
- Works on the greenfield site are anticipated to begin some time later this year.

Councillors raised the following queries/comments:

- Why were the trees on the Greenfield site removed so much earlier than the work commencing? MScambler agreed to look into this.
- Concerns about tailbacks as a result of the traffic lights along the A137 were raised, especially with the approaching exam period at the local high school. MScambler agreed to monitor this with the contractor.



- Concerns were raised about the contractors along the A137 who appear to be inactive for large periods of the day. MScambler indicated that it is likely that this is a perception problem.

The following points were raised by members of the public:

- Following work undertaken along the Bergholt Road there has been an issue with flooding in this area. MScambler agreed to look into this.

PC 05.19.09 PUBLIC SESSION

District Councillor McCraw reported that following the recent election Babergh District Council is currently represented as follows; 17 conservatives, 8 Independents, 4 Green, 2 Labour and 3 Liberal Democrat's. Discussion about governance are currently ongoing.

A member of the public queried whether a donation could be requested from Abellio towards the cost of moving the War Memorial. **ACTION:** Following discussion it was agreed that the Clerk should write a letter to this effect.

PC 05.19.10 STATUTORY BUSINESS

- a) To re-confirm the appointment of the Clerk as RFO – Cllr Heywood proposed that the Council approved this appointment for the forthcoming year, this was seconded by Cllr Phillips and aif.
- b) To re-confirm that the Parish Council fulfils the eligibility criteria to use the General Power of Competence – it was confirmed that the Council still fulfilled the eligibility criteria set by the Secretary of State (Localism Act 2011, s8) and as such it was enabled to use the General Power of Competence.
- c) To confirm the appointment of Chairs of Parish Council Committees and Sub-Committees and working groups as detailed in the table below. Cllr Phillips proposed that Chairs and membership of Committees, Sub-Committees and Working Groups was approved as per the table at **Appendix B**. This was seconded by Cllr Elliott and aif.
- d) To confirm the appointment of representatives on Committees, Sub-Committees and working groups as per the table below. Cllr Phillips proposed that Chairs and membership of Committees, Sub-Committees and Working Groups was approved as per the table at **Appendix B**. This was seconded by Cllr Elliott and aif.

PC 05.19.11 FINANCE REPORT (for financial details see **Appendix A** at the end of the minutes)

- a) To note the balance of accounts - The Clerk reported the following balances as at 30 April 2019:
 - Current Account - £5000.00
 - Deposit Account - £127,686.50
 - Salaries Account - £385.71
- b) To approve the accounts awaiting payment - Cllr Saward proposed that the accounts awaiting payment should be approved by the Council for payment by cheque (signed by Cllr McCraw and previous Councillor James Pearce), this was seconded Cllr Aherne and aif.
- c) To approve the accounts paid and the receipts allocated since the last meeting - Cllr Heywood proposed that the accounts paid in the interim and receipts received should be approved by the Council, this was seconded Cllr Bissett and aif.

PC 05.19.12 REPORTS FROM COMMITTEES AND REPRESENTATIVES

1. Finance Committee



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- a) To update on any actions since the last meeting – Nothing to report.
 - b) To review and agree proposals for contributions – a request had been received from Brantham Cricket Club towards the cost of a new lawnmower. Cllr McCraw proposed that the request should be approved, this was seconded by Cllr Abrahams and aif. **ACTION:** Clerk to arrange payment.
 - c) To consider/agree any other proposals from the Finance Committee – none.
 2. Recreation Sub-Committee
 - a) To update on any general actions since the last meeting – nothing to report
To consider/approve any actions or expenditure as required – nothing to report
 3. Planning Committee
 - a) To note recommendations made by the Committee - Cllr Saward confirmed that the BPC Planning Committee met on 24 April 2019. Recommendations from the Committee can be found in the minutes of the meeting on the village website at www.brantham.onesuffolk.net.
 - b) To note the planning decisions received – none.
 4. Village Hall Management Committee
 - a) To update on actions since the last meeting - Cllr Heywood confirmed that the next film night at the Hall will be “The Children Act” on 15 May 2019. The Committee will be holding its next meeting on Monday 13 May 2019.

At 8.50pm Cllr Heywood left the meeting.

5. Footpaths Sub Committee
 - a) To consider/agree any proposals presented by the Footpaths Sub-Committee – nothing to report
6. Legal Sub Committee
 - a) To consider/agree any proposals received from the Legal Sub Committee – none received.
7. CEP Representative
 - a) To receive an update on progress of the CEP – nothing to report.
 - b) To consider/agree next steps as necessary – none highlighted.
8. BLC Representative - Nothing to report
9. SALC Representative – nothing to report
10. SNT Representative – a member of the public gave an update on the recent AGM held three weeks previously which had given an overview of the previous year.

PC 05.19.12 CORRESPONDENCE TO NOTE/ACTION

The Clerk reviewed the correspondence that had been received in April 2019 (copies had been circulated to Councillors prior to the meeting), Councillors noted the following:

1. A letter from the Scout and Guide Group requesting support from the Parish Council for an application from the group to UKPN asking them to remove the overhead cables above the Scout Hut site, and to Anglian Water requesting a permanent connection to the Foul Water system in factory Lane. Following discussion it was agreed that the Parish Council would support these requests. **ACTION:** Clerk to respond to the Scout and Guide
2. An email from a local resident highlighting concerns about children playing on the Industrial Site. The Clerk confirmed that she had raised the issue with Martin Scambler at SFG.



3. An email from Taylor Wimpey informing the Council of fencing to be erected on and around the Greenfield site.
4. An email from a local resident querying why the Oak tree on the Merriam Close Play area had not been cut back in the recent works on the play area. The Clerk informed the Council that a miscommunication between the tree surgeon and the Councillor who instructed him on the work and the wrong trees had been cut back. The Clerk confirmed that although unfortunate these trees did need cutting, and then recommended that the Oak tree should now be cut back at a quoted cost of £600.00 from the tree surgeon. Cllr Phillips proposed that this work was undertaken, this was seconded by Cllr McCraw and aif.

PC 05.18.14 MISCELLANEOUS CORRESPONDENCE

All miscellaneous correspondence by email had been forwarded to Councillors during the month.

PC 05.18.15 DATE OF NEXT MEETING

Wednesday 05 June 2019, 7.30pm at Brantham Village Hall

The meeting closed to the public at 9.06pm

SIGNED.....DATED.....



ACTIONS

MINUTE NO.	ACTION	Who
Public Session	Request a donation from Abellio towards the cost of moving the War Memorial on the Factory Site	Clerk
PC 05.19.12	Arrange payment to Brantham Cricket Club	Clerk



APPENDIX A

PC 05.19.11 FINANCE REPORT

ACCOUNTS AGREED FOR PAYMENT	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
Parish Clerk – Salary	SO	£1002.41		£1002.41	LGA 1972, s.112
Parish Clerk – Office	SO	£20.00		£20.00	LGA 1972, s. 112
Phil Wainwright – Litter Picker	SO	£191.90		£191.90	Open Spaces Act 1906, ss.9 and 10
Tina Bird – Litter Picker	SO	£230.48		£230.48	Open Spaces Act 1906, ss.9 and 10
B.M.L Maintenance Payment	SO	£332.00		£332.00	Local Government (miscellaneous Provisions) Act 1976, s.19
SALC (Subscription for 2019-20)	003290	£833.49		£833.49	LGA 1972
Paul Young (Painting of the Play Areas)	003291	£1800.00		£1800.00	General Power of Competence
Paul Brackley (Grounds Maintenance Feb, Mar, April and tree work)	003292	£3090		£3090	Public Health Act 1875, s.164

ACCOUNTS PAID SINCE THE LAST MEETING	Chq/Debit Card/SO	NET	VAT	TOTAL	Powers Used
O2 (Clerk's mobile phone)	DD	£17.58	£3.52	£21.10	LGA 1972
Information Commissioners Office (Data Protection Fee)	Debit Card	£40.00		£40.00	Data Protection Act 2018

RECEIPTS RECEIVED SINCE THE LAST MEETING	TOTAL
Babergh District Council (CIL Payment 01.10.18-31.03.19)	£104.01
HMRC (VAT Reclaim)	£162.82
Babergh District Council (1 st Payment of Parish Precept)	£23,535.51
Brantham Leisure Centre (Rent payment)	£412.50
Bank Interest	£4.41



APPENDIX B: Brantham Parish Council Committee Structure 2019-20

Type	Name	Chairperson	Date Appointed	Committee members	Meeting schedule
Committee	Finance	Mark Aherne	07 May 2019	1. Alastair McCraw 2. RFO 3. Eric Osben 4. Chris Elliott	Monthly
Committee	Planning	Paul Seward	03 May 2018	1. Clare Phillips 2. Mark Aherne 3. Verity Abrahams	Monthly
Sub Committee	Legal	Alastair McCraw	03 May 2018	1. Paul Seward 2. Angus Bissett 3. Chris Elliott	Ad hoc
Sub Committee	Recreation	Jackie Heywood	03 May 2018	1. Verity Abrahams 2. Pippa Revell 3. Angus Bissett	Ad hoc
Sub Committee	Footpaths	Clare Phillips	03 May 2018	1. Mark Aherne 2. Eric Osben 3. Gary Rasch	Ad hoc
Sub Committee	Services	Clare Phillips	03 May 2018	1. Angus Bissett 2. Gary Rasch	Ad hoc
Representative	SALC	Paul Seward	03 May 2018		
Representative	Village Hall Management Committee		03 May 2018	1. Jackie Heywood 2. Pippa Revell	Bi-monthly
Representative	Safer Neighbourhood Team	Gary Rasch	03 May 2018		Bi- monthly
Representative	Brantham Leisure Centre	Verity Abrahams	03 May 2018		Monthly
Representative	Community Emergency Planning	Chris Elliott	03 May 2018		Ad hoc



BRANTHAM
Parish Council
